



JOB DESCRIPTION

Title: **STORMWATER SUPERVISOR**
Department: Public Works/Streets
Class Code: 3460
FLSA Status: Non-Exempt
Effective Date: October 27, 2003 (Rev. 07/2008)
Grade Number: 19

GENERAL PURPOSE

Under the general supervision and direction of the Street Superintendent, supervises the work of personnel and oversees projects pertaining to the maintenance, construction and/or operation of drainage and irrigation systems. Also coordinates delivery and pickup of greenwaste trailers and curbside refuse containers.

EXAMPLE OF DUTIES

- *-- Maintains accurate records, compiles statistics and produces an annual report; makes budget recommendations; prepares appropriate reports, memos and other office correspondence.
- *-- Responds to citizen inquiries, complaints and requests regarding drainage and irrigation.
- *-- Supervises crews and makes sure they are trained and equipped to perform their jobs safely. Arranges for safety training as needed.
- *-- Hires, trains, motivates, evaluates, disciplines and directs 3-5 employees.
- *-- Plans, coordinates and schedules work assignments and projects pertaining to the maintenance, construction and operation of drainage and irrigation systems.
- *-- Inventories and purchases construction or distribution materials and equipment.
- *-- Maintains cost, compliance and other records regarding work activities. Reviews work orders to ensure accuracy.
- *-- Responds to emergency situations regarding the drainage and irrigation system.
- *-- Provides technical assistance and consults with other City departments and divisions.

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- *-- Works closely with Engineering division to insure City NPDES stormwater permit compliance.
- *-- Logs jobs completed and coordinates with GIS division. Provides Blue Stake locations.
- *-- Operates various types of heavy and complex equipment as needed; ensures assigned equipment is properly maintained.
- *-- Assists with a wide variety of street projects.
- *-- Coordinates a comprehensive street sweeping and storm drain cleaning program.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school or equivalent and five (5) years experience in street and drainage maintenance. At least two (2) years experience equal to Leadworker or Crew Leader.

Special Requirements

- Must possess a valid Utah Commercial Driver License.
- Must be certified in both soil and ground water sampling.
- Performs duties on trouble truck and must be generally available and respond within 30 minutes to emergency "call outs" at any time of day, year-round, regardless of weather conditions.
- Must possess or be able to obtain a Utah State Certified Grade II Wastewater Collections System Operator within one (1) year of hire.

Necessary Knowledge, Skills and Abilities

- Working knowledge of NPDES Phase II and OSHA regulations.
- Must possess necessary knowledge, skills and ability to gather and report information.
- Ability to follow and teach standard safety practices and procedures.
- Ability to work closely with engineers and State enforcement personnel.

- Ability to establish effective working relationships with employees and the general public.
- Ability to communicate effectively both verbally and in writing.
- Ability to effectively motivate employees to work.

TOOLS & EQUIPMENT USED

- Motorized vehicles and equipment including dump truck, pickup truck, utility truck, pumps, compressors, generators, common hand and power tools, shovels, wrenches, radio, phone, ditch witch, vactor truck, backhoe and street sweeper.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, walk and talk or hear. The employee is regularly required to sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee regularly works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment is usually loud.

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DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.